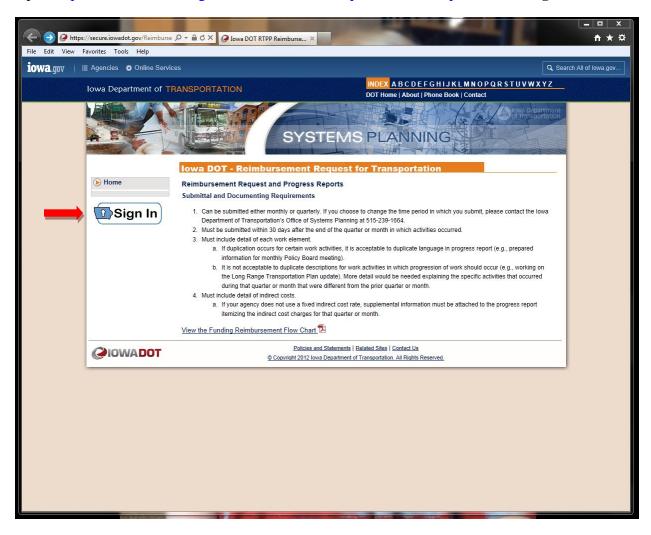
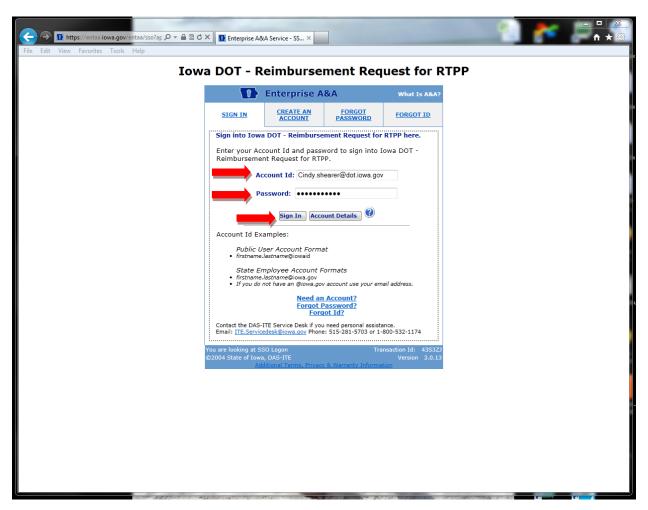
Reimbursement Request User Instructions For MPO/RPA

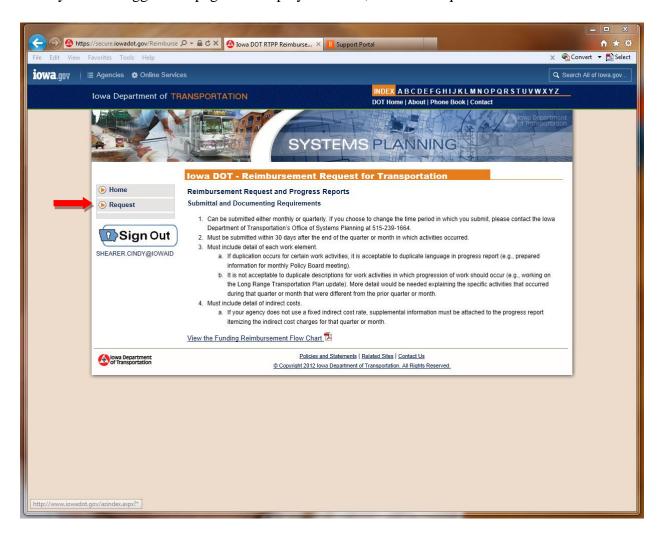
Open https://secure.iowadot.gov/ReimbursementRequest/Default.aspx Click on Sign In.



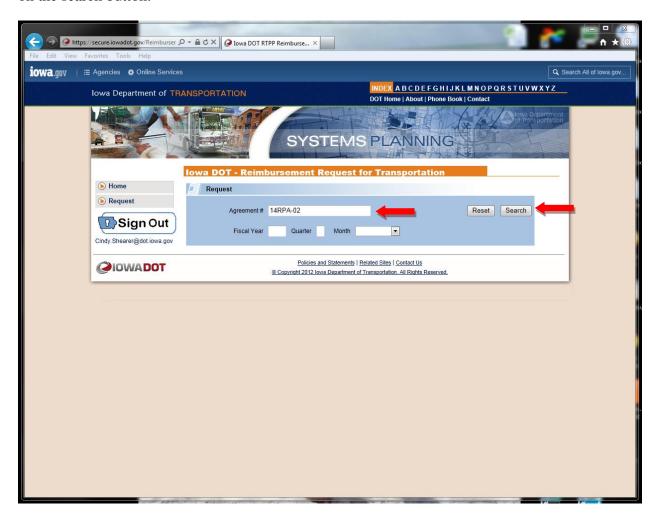
Enter your account ID and password then click on sign in as shown below:



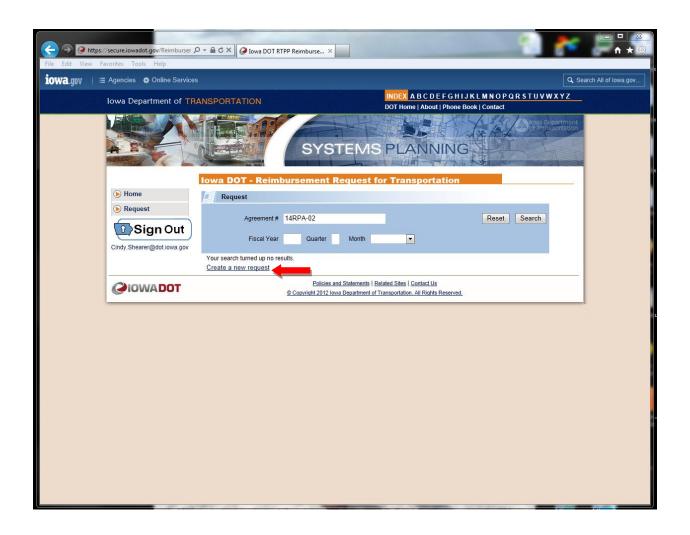
Once you have logged in a page will display as below, click on Request.



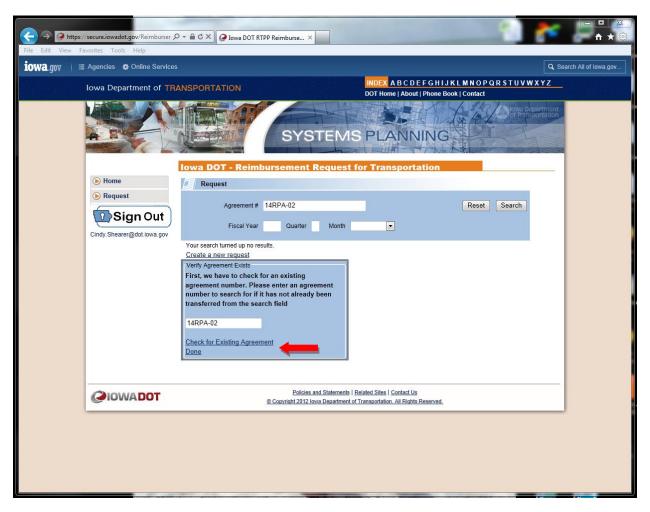
When entering your first report for your SFY agreement, enter your agreement number and click on the search button.



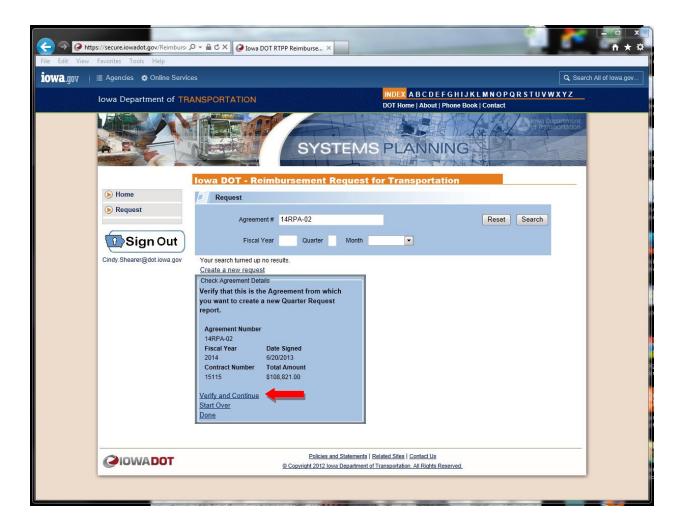
No results will be found because there are no requests available for this agreement yet. Click on Create a new request.



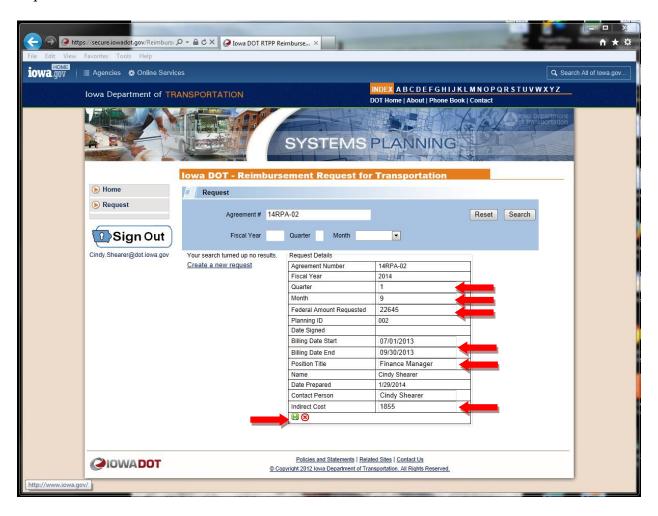
The program will verify that the agreement you entered really does exist. Click on Check for Existing Agreement.



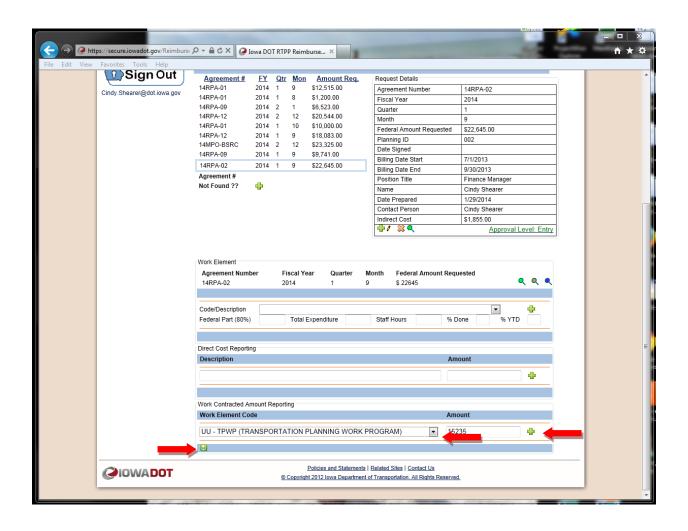
The information about the agreement will be displayed and it will ask you to verify that this is the agreement you are adding a report to. Click on Verify and Continue.



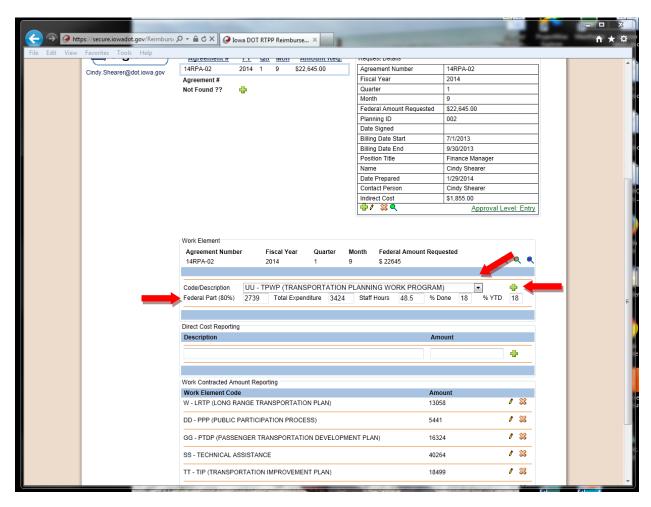
A screen will appear that will allow you to enter the data for a new request record. Note: If you submit your requests monthly you must enter the month of the request (i.e., 1, 2, 3, 4, etc.). If you do it once a quarter you will still need to enter a month - enter the last month of your quarterly report (i.e. Quarter 1 would be Sept so you would enter a 9). There will be dates that appear in the Billing Date Start and Billing Date End, make sure they are the correct quarterly report billing dates for this report. The Indirect cost field will come from your budget summary on your request. Do not use \$ signs or commas, and numbers must be rounded. Enter the required data and click on Save \blacksquare .



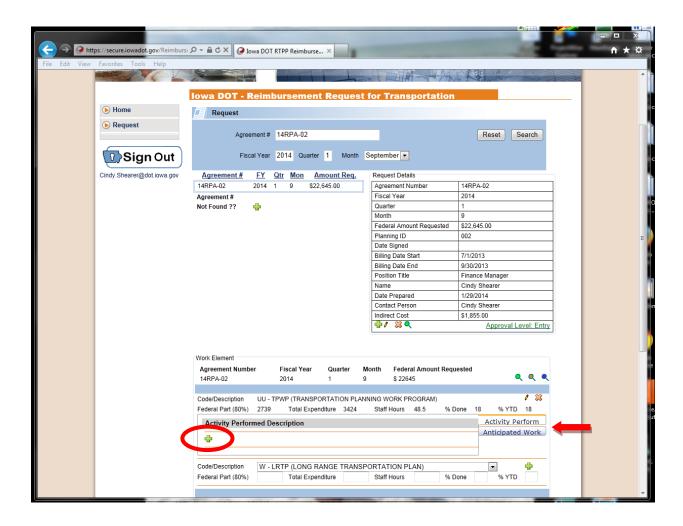
The first step is to enter your Work Element Descriptions (from the drop down menu) with the total amount for the SFY from your **Transportation Planning Work Program**. This will be the last box on the page (Work Contracted Amount Reporting). Hit the green plus sign after each entry. After all of your work elements are entered hit the green save button \square . *You will only need to do this on your first SFY Reimbursement Request.*



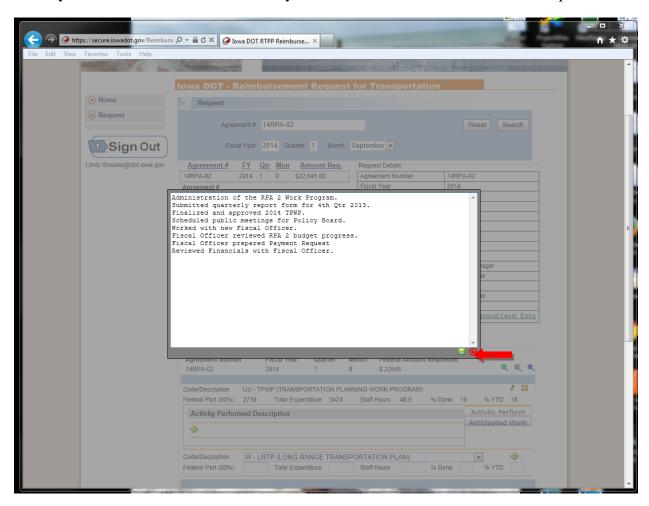
You now are ready to enter the Work Element information. Under the Work Element Box (1st Box) you will see the Code/Description drop down menu. You will choose which work element you are entering. Note: the Code/Description may not be in the same order as you entered in the Work Element Code box below so make sure you have the correct Code/Description when entering your data. You will enter the next five fields under Code/Description (federal part 80%, Total Expenditure, Staff Hours, % Done and % YTD) and hit the green plus sign . Do not use commas or dollar signs. The Staff hours can have a decimal point; however % Done and % YTD cannot and must be rounded.



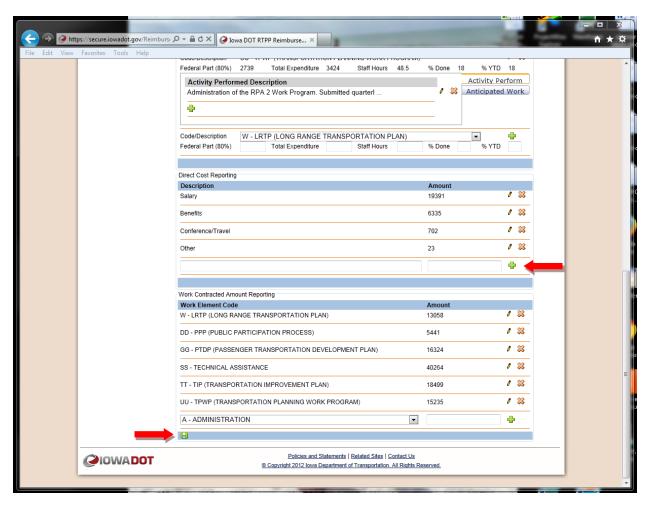
You are now ready to enter the Activity Performed records and Anticipated Work records. Click on Anticipated Work or Activity Performed and the one you select will be displayed to the left in the gray highlighted box, click on the plus sign .



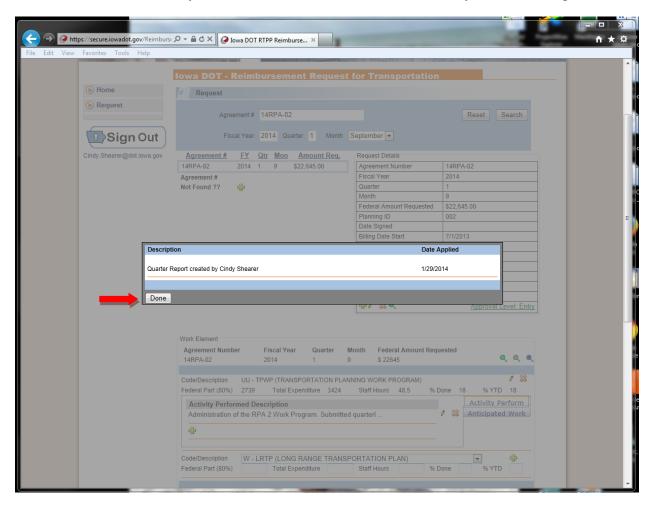
A box will pop up for you to type your information. Make sure you click on the save button in the bottom corner of the popup box before you close the box. Make sure you are entering your data in the correct Code/Description! Once you have hit the save button you will see your information under the Activity Performed Description. The pencil is an edit button if you need to fix something and then there is also a button to delete. You can then toggle to the Anticipated Work and type your anticipated information and then hit the save button. Continue to do this for the rest of your Work Element Codes. The key is to remember to switch the Code description.



The Direct Cost Reporting box is the 2^{nd} box under the Work Element. Here you will type in from your Budget Summary by Category (*this billing*). Enter your Direct Costs and the amount, hit the green plus sign. Do not use \$ signs or commas. Your amount also needs to be rounded with no decimals. Then at the bottom left hit the green save button \square . (It's a good idea to hit this button every once in a while to make sure your data is saved.)



Once you have finished entering the request there is an Approval Level: Entry in the bottom right hand side of the Request Details box in the upper right hand corner. Once you have clicked on that it will pop up this screen. Click on Done. This will approve your request. An email will be sent to the District Planner letting them know that you have submitted a request. You will have the ability to make changes until the District Planner approves it. Once it has been approved by the District Planner you will no longer be able to make changes. By clicking on the Approval Level: Entry, you will be able to watch the status of the Reimbursement Request as it progress to the Planner and then to Systems Planning. If you have documents to attach to your request you will need to email those to your District Planner and to the Office of Systems Planning.

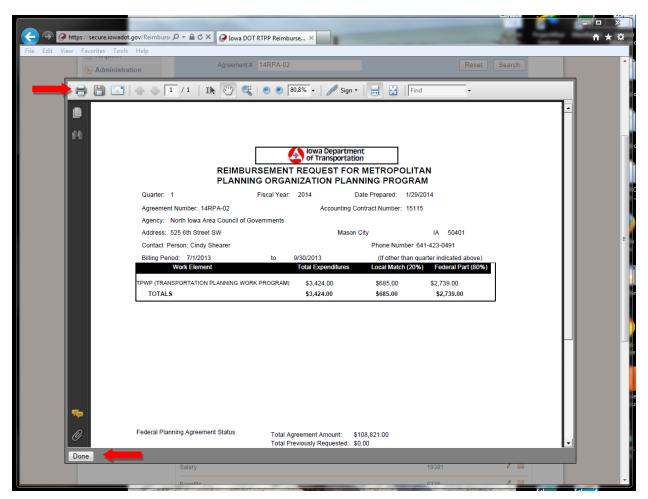


There are several icons which will allow you to view/print your reports. The first one is in the Request Details Box (upper right corner) \(\bigcirc \).



When done viewing/printing the report you must

hit the Done button in the lower left corner. If you do the blue back arrow at the top of your browser it will take you back to the beginning of the request.



The next 3 icons will pop up the Work Element (titled View Work Element Report), the Budget Summary by Category (titled View Budget Report) and the Budget Summary of Funds (titled View Federal Budget Report) reports. You can also print all three of these reports.

